

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief-Operations Coordination Center	
		Division and/or Subdivision Southern Region	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Southern Region Headquarters-Riverside	
		Class Title of Position Battalion Chief	
		Position Number 542-401-9723-009	
		Effective Date October 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under general direction of the Operations Coordination Center (OCC) Assistant Chief, the Battalion Chief - Operations Coordination Center is responsible for the following duties and responsibilities: *Oversight of the receipt and processing of requests for emergency response resources. Supervises the Communications Operators and other temporarily assigned personnel at the OCC. *Maintains and enhances interagency relationships at the OCC. *Prioritizes and makes decisions regarding resource orders for aircraft, fire crews, fire apparatus, specialized equipment and overhead personnel as required by nine (9) CAL FIRE Units and five (5) Contract Counties located within the Southern Region. *Coordinates resource orders with the Northern Region OCC. *Prioritizes and makes decisions about resource requests from the US Forest Service (USFS) and mutual aid requests for the California Office of Emergency Services (CAL OES) Fire and Rescue Mutual Aid Regions.		
25%	*Utilize multiple computer programs to prepare emergency incident activity reports on resource and situation status for review by Department management. *Ensures that statistical reports on resource status, incident activity and routine business such as drawdown reports, fire and acres are submitted by CAL FIRE Units and Contract Counties are processed by the OCC. *Works with cooperators in gathering and interpreting situational data to develop briefings utilized by agencies for all risk incidents. *Provide situation briefings as needed.		
20%	*Provides technical expertise to Units and attends meetings on the Departmental programs including: Fire Weather; Computer Aided Dispatching; Resource Ordering and Status System (ROSS); Emergency Activity Reporting; and telecommunications. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays. Transfer candidates may require a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

*Maintains CAL FIRE training standards and minimum qualifications. *Respond to wildland fires, structure fires and other emergency incidents as needed or required.

5%

Other duties as assigned.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date